

ATTACHMENT 7 - CHECKLIST OF WORK COMPLETED

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION GREEN ACRES PROGRAM STATE LAND ACQUISITION PROGRAM

NOTE:

Items marked with an asterisk [*] are not required for local or non-profit participation by Green Acres..

3.6 SURVEY CONTRACT DELIVERABLES

3.6.1 Copies of Notifications – Letterhead Standard Notice *

- ☐ 3.6.1.1 Division Fax Notification – Required -
- ☐ 3.6.1.2 Property Owner Notification – Required -
- ☐ 3.6.1.3 Police Department Notification – Required -
- ☐ 3.6.1.4 Adjoiner Notification – If Necessary -
- ☐ 3.6.1.5 Misc. Notification (Utility, etc.) – If Necessary

3.6.2 Copies of Written Consent – Letterhead Request with Reply *

- ☐ 3.6.2.1 Adjoiner Consent to Cut Brush or Trees
- ☐ 3.6.2.2 Using Agency Consent to Cut Trees

☐ **3.6.3 Traverse Closure - Precision/Radial Error/Area ***

☐ **3.6.4 Full size Paper Copies of Survey Plan –**

- ☐ 15 Folded Copies for EACH ACQUISITION PARTNER for State acquisitions
- ☐ 2 Folded Copies for local and non-profit acquisitions (unless otherwise notified)

☐ **3.6.5 Full size Mylar Survey Plan ***

- ☐ Submit one for EACH PARTNER, Rolled

☐ **3.6.6 Metes and Bound Description and Reduced Survey Plan**

- ☐ 15 copies for EACH ACQUISITION PARTNER with reduced plan stapled as last sheet, State
- ☐ 2 copies for EACH ACQUISITION PARTNER with reduced plan stapled as last sheet, local or non-profit

3.6.7 Digital Files

Cover Label:

- ☐ Property Owner Name and Owner ID#
- ☐ Project Number & Name
- ☐ Municipal Tax Block and Lot numbers
- ☐ Municipality & County
- ☐ Survey Firm
- ☐ Date of Survey
- ☐ Survey Reference Number.

Contains:

- ☐ 3.6.7.1 Descriptions
- ☐ 3.6.7.2 AutoCAD .dwg
- ☐ 3.6.7.3 Linework .dxf format

☐ **3.6.8 Surveyor's Certification and Summary Form**

- ☐ One signed and sealed copy required, which reports separately each lot depicted on the plan

☐ **3.6.9 This Checklist of Work completed, Detail Sheet from site-specific engagement and tax map from site-specific engagement ***

☐ 3.6.10 File Survey Plan on behalf of Using Agency *

The New Jersey licensed Professional Land Surveyor shall submit copy of County Receipt within 30 days of notification of closing by Using Agency.

3.6.11 Optional Corner Marker Description Sheets (if requested on Detail Sheet) *

- ☐ Corner Number /Character of Mark
- ☐ Project Information/Seller Information
- ☐ Location of Mark
- ☐ Survey Firm
- ☐ Cap Detail
- ☐ Sketch with field witness marks
- ☐ Photograph of south side of mark, looking northward.

Prepared by PLS

Date